

# MISSING PAGE

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"provisional" clearances are used only when they produce a net gain in overall recruitment efforts. With this in mind, the Recruitment Division, has made a careful study during the past year to determine what changes can be made in its practices to minimize "provisional" clearances.

Results of the study indicate that, except in rare situations, secretaries can be obtained in adequate numbers without offers of interim employment, but most typists and clerks can be expected to continue seeking such employment unless they already have other jobs or will remain in school while awaiting full clearances. Acting on this information, the Recruitment Division is instructing field offices that secretarial applicants are not eligible for "provisionals," and every effort is to be made to hold down "provisionals" for typists and clerks by (1) soliciting student applications sufficiently in advance of their graduation to allow time for investigation, and (2) giving greater attention to sources where applicants do not require "provisional" employment.

## 2. POSITION AND SALARY ADMINISTRATION

Identification of Support Positions Acting on the DDCI's decision 16 November that all Agency "positions substantially involved with the performance of Support-type functions will be filled from the Support Career Services," the Salary & Wage Division is assisting Component and Career Service Heads in a survey of Agency staffing complements to identify positions affected by the new policy. 15 January is the target date for completing the initial survey.

## 3. MANPOWER PLANNING AND CONTROL

DDP Surveys Availability of Clericals for Overseas Duty A recent survey among GS-5 and 7 secretaries and clerks in DDP revealed that only 1 in 4 is currently interested in and available for overseas duty. Most of those not available cited family responsibilities as their reason.

Adjustments in Ceiling Accounting Being Studied BPAM has indicated receptivity to an adjustment Personnel will propose in our ceiling controls that is designed to iron out seasonal distortions. Under present accounting methods, a replacement who moves to a new component to "overlap" an incumbent is charged to the new component's ceiling on arrival there. Months may elapse before the displaced employee is officially reassigned; meanwhile the host component must provide ceiling for him also. This "double burden" which reaches its apogee in early summer falls most heavily on DDP. The temporary "advantage" from such accounting procedures goes to components (primarily in DDS) which, on balance, supply replacements. But it is an illusory advantage because ceiling "vacancies" thus created cannot be used; they must be held open to accommodate displaced employees rotating back to the parent service.

To smooth out seasonal ceiling distortions -- and alleviate an acute problem for DDP -- Personnel will propose a simple credit and debit system that recognizes the realities involved in cross-component rotations. No changes will be necessary in current transfer or strength accounting procedures. However, on 30 June (and

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other intervals if desired) ceiling control figures will be adjusted by crediting receiving components for employees on "overlap" and debiting the components that supplied them. This arrangement, in effect, will permit the Agency to control ceiling on a Career Service as well as a component basis. Whether its adoption will generate any problems for components (such as Logistics and Finance) that characteristically supply large numbers of annual replacements is still being studied; but it is believed that if problems do arise they can be resolved fairly easily.

Personnel's proposal is expected to go to DDS and the Executive Director-Comptroller for approval before the end of December.

#### 4. BENEFITS AND SERVICES

Christmas Program Approved The Christmas Program Committee has completed its planning for the forthcoming holiday season. Now trees and other decorations are going up throughout Agency buildings, highlighted by an attractive display in the inner courtyard at Headquarters. Preparations are also under way for special religious services 23 December and for Christmas concerts by the Agency Chorale on 15 and 18 December.

Annual Meeting of GEHA The annual GEHA meeting is set for 27 January at 10 a.m. in the Headquarters Auditorium. An Agency Notice announcing the meeting and listing officers to be elected to the Board of Directors will have a ballot attached so that members who cannot attend can nevertheless participate in the election.

Headquarters Barbershop 4 January continues to be the target date on which GSI and the concessionaire hope to be open for business in the new Headquarters barbershop.

Physical Fitness Room The number of employees taking advantage of the new physical fitness room at Headquarters is still on the rise. During the week of 30 November, for example, 173 employees used the room, an increase of 47 over the previous week.

Employee Association Pushing Candy Sales In late November the Employee Activity Association received a sizeable order of Russell Stover candy and Claxton fruitcakes for sale during the holiday season. By 4 December, with efforts just beginning to pick up momentum, 1,158 lbs. of candy and 149 lbs. of fruitcakes had been sold.

#### 5. AWARDS

19 NPIC Employees Honored in Special Ceremony On 24 November a special awards ceremony was held in the NPIC building to honor 19 members of that Office for outstanding service -- many of them for conspicuous performance during the Cuban crisis. Families and friends were on hand to watch as the Executive Director awarded 3 Intelligence Medals of Merit, 12 Certificates of Merit with Distinction, and 4 Certificates of Merit with \$100.

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